

U. S. ARMY CORPS OF ENGINEERS, SAVANNAH, GA

TEMPORARY SUMMER EMPLOYMENT ANNOUNCEMENT #06-2

Work Schedules: May be full time or part time. Full-time (40 hours per week) or Part-time (minimum of 20 hours per week)

OFFICE AUTOMATION CLERK GS-0326-03

\$10.82 per hour

DUTY STATION: Savannah, GA

Beginning dates of employment: – On or after 02 May 2006

Appointment will end on or before 15 September 2006

Opening date: 06 March 2006

Closing date: 24 March 2006

Area of Consideration: Students Definition of Student: An individual who is enrolled or accepted for enrollment as a degree (diploma, certificate, etc.) seeking student and is taking at least a half-time academic/vocational/or technical course load in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school.

DUTIES: The purpose of this position is to operate a personal computer or computer terminal with varied keyboard procedures to type, retrieve, recover and display on screen, update, and print products. Products include a variety of narrative and tabular material such as correspondence, reports, memoranda, studies, rosters, etc. Routes mail, files, answers the telephones, takes messages, refers calls. Checks or verifies data with original source, makes corrections, tabulates or posts data from source documents, etc. Receives, maintains and issues office supplies.

QUALIFICATIONS: Applicants must have 6 months of progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled, OR be a high school graduate or equivalent OR no experience and 1 year above high school with 30 semester hours of academic credit.

PROFICIENCY REQUIREMENTS: In addition to meeting experience or education requirements, applicants for these positions **must show they can type 40 words per minute.** Applicants must present a certificate of proficiency from a school or other organization authorized to issue such certificates or by self-certifying their proficiency.

IF THE FOLLOWING INFORMATION IS NOT PROVIDED YOUR APPLICATION WILL NOT BE CONSIDERED FOR THIS VACANCY.

APPLICATION PROCEDURES: Applications or resumes must include:

Full name

Social Security Number

Date of Birth

Address

Signature

Proof of student status and grades from the last grading period

Certification of typing skill as stated above

Experience including dates and hours of employment and name and telephone number of supervisor

Applications must be postmarked not later than March 24, 2006 (closing date of the announcement).

Mail applications or resumes to:

U. S. Army Corps of Engineers, Savannah

ATTN: CP – Summer Employment

P. O. Box 889

Savannah, GA 31402-0889

POC: Roxanne Harding (912) 652-5284

CONDITIONS OF STUDENT EMPLOYMENT UNDER THE STUDENT TEMPORARY EXPERIENCE PROGRAM:

-Written agreement between agency, school and student not required

-Duties do not have to be related to academic program. A training plan is not required.

-Work schedule may be part-time or full-time as long as work does not interfere with success in school

-Classification series and grade set according to the OPM classification standard

-Participants have no non-competitive right to conversion to TERM or permanent employment.

Participants may be converted to the Career Experience Program, if all requirements are met.

-Students must maintain a minimum 2.0 quarterly/semester GPA and 2.0 cumulative GPA. Scores falling below 2.0 in either quarterly/semester or cumulative GPA's may be allowed for one school period. If grades are not brought into compliance, students may resign or be will be terminated.

Exceptions to this policy will be rare and must be approved by the appropriate Deputy Commander based upon documented joint benefit of the student and the employer. This policy will apply to current students in that they must earn 2.0 quarterly/semester GPA's until such time as they are in compliance on cumulative GPA's as well. Scores falling below 2.0 in quarterly/semester GPA's may be allowed for only one school period.

-Students who complete one year of current continuous employment are Tenure III excepted service employees for Reduction-in-Force (RIF) purposes. Employees covered by RIF procedures are entitled to a minimum 60-day advance notice period of RIF.